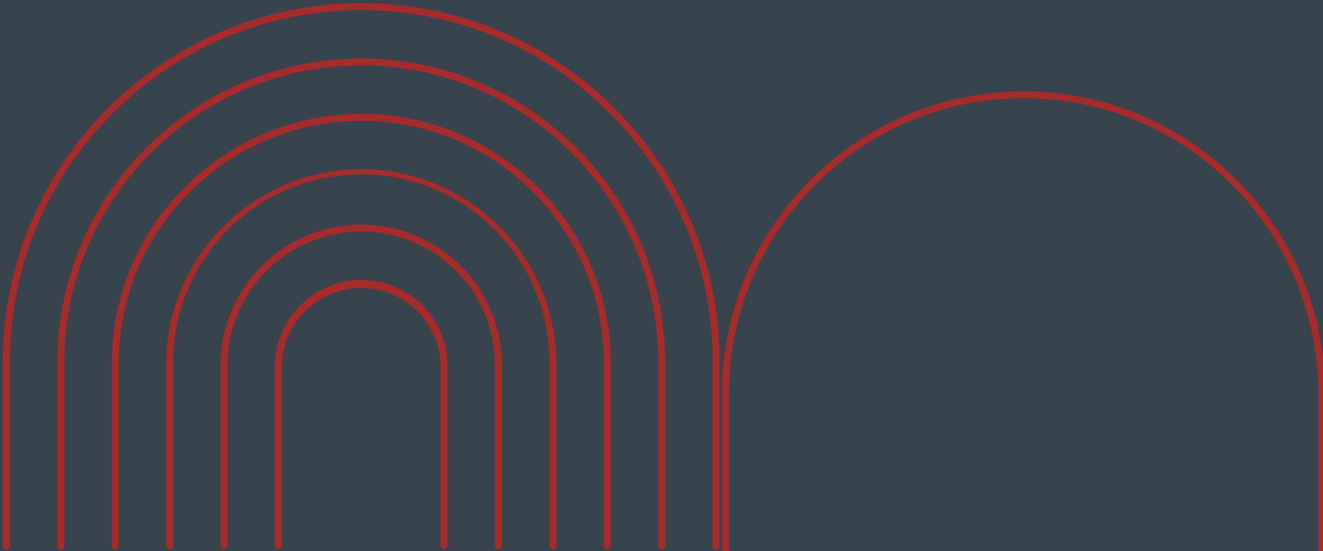




Robert's Rules of Order

Newly Revised, 12th Edition

Thomas P Lombardi, PharmD, FASHP
Parliamentarian,
New York State Council of
Health-system Pharmacists
VHOD – January 13, 2026



01. PURPOSE

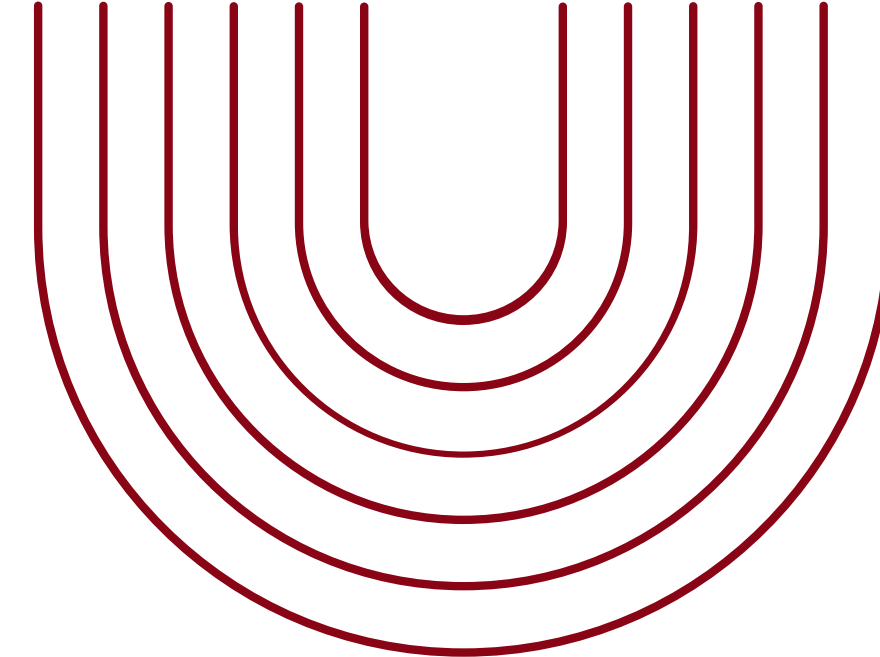
02. Quorum

03. Voting

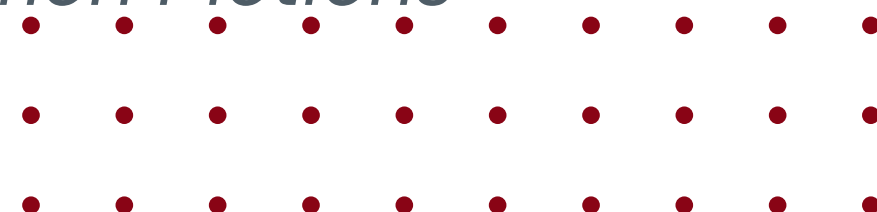
- *Majority vs. 2/3*
- *Unanimous Consent*

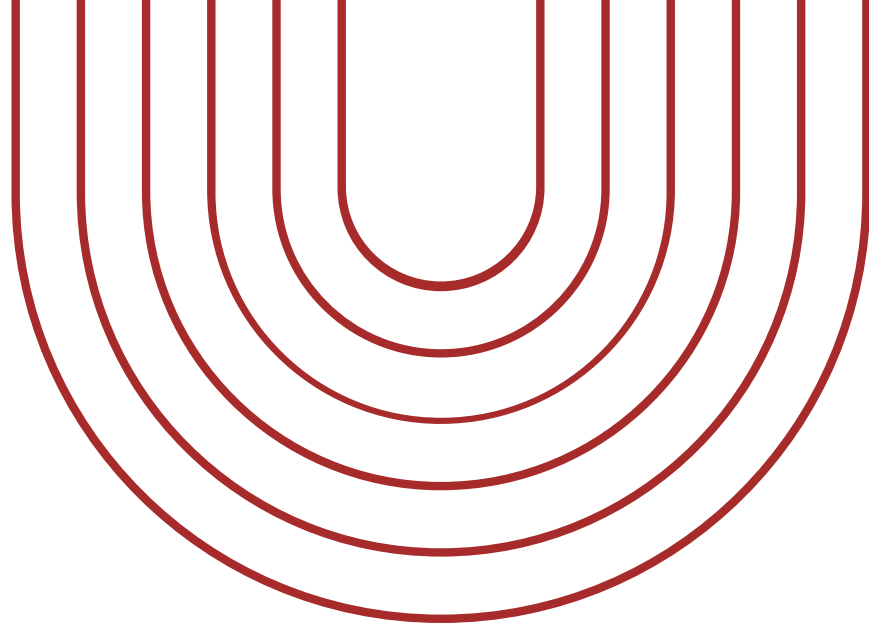
04. Rules of Debate

- *Seeking to be Recognized*
- *Germane Debate*
 - *Debate through the Chair*
 - *Motions*
 - *Immediately Pending Motion*
 - *Amendment*
 - *Friendly Amendment*
 - *Alternating Debate*
 - *Previous Question (Calling the Question)*
 - *Introducing New Business*
 - *Undesirable motions*
- *Tabling vs. Postponing the motion*
- *Common Motions*



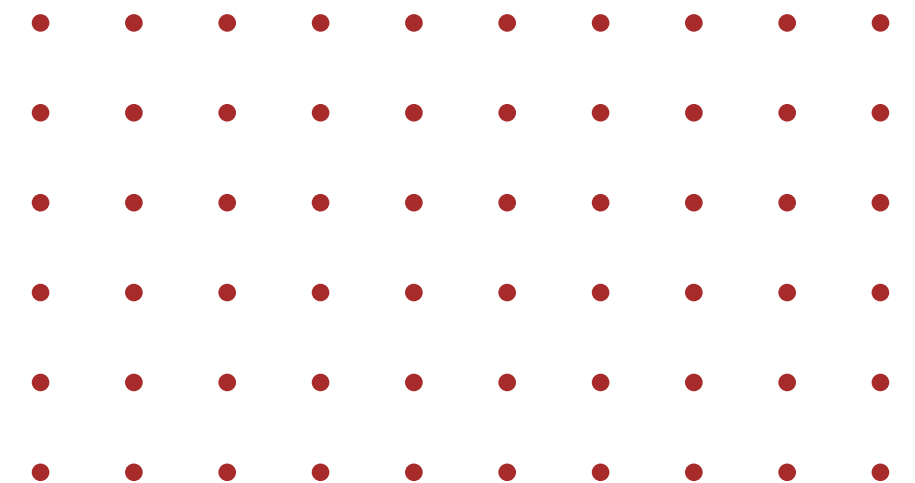
Topics





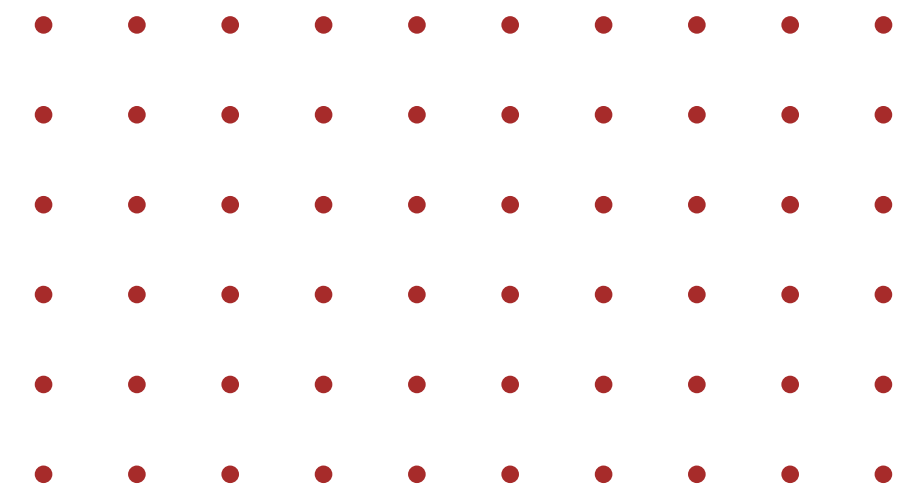
Purpose

- A code of ethics to be followed by individuals in a group to conduct business or meetings
- Facilitate smooth and orderly transaction of business so that your voice is heard and your vote counted
- The NYSCHP is governed by:
 1. Constitution & Bylaws
 2. Policies and Procedures
 3. Professional Statements
 4. Robert's Rules of Order, Newly Revised 12th Edition



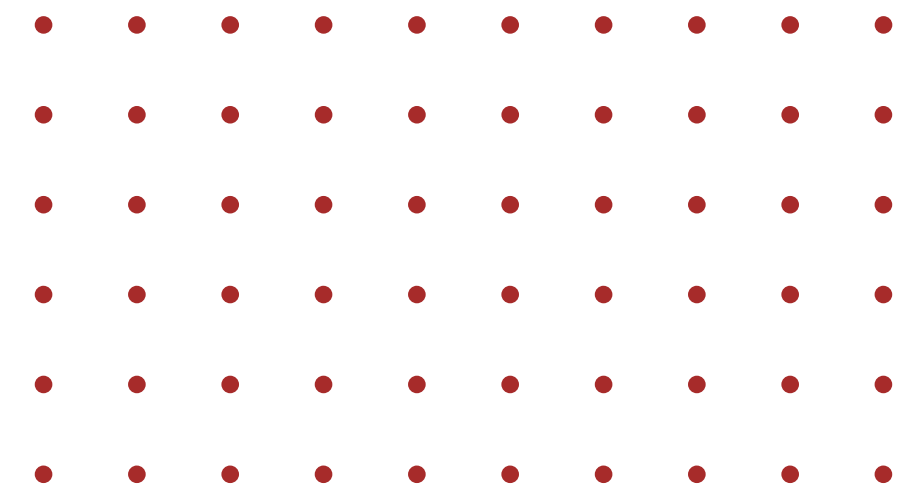
Quorum

- Quorum
 - Minimum number of members of the assembly that must be present at any of its meetings to make the proceedings of the meeting valid.
 - A majority of the apportioned total of delegates representing each Affiliated Chapter, Student Delegates, Pharmacy Technician Delegates and the NYSCHP Board of Directors, shall constitute a quorum for meetings of the House of Delegates duly convened.
 - 87 BOD members, chapter, student & technician delegates
 - $50\% + 1 = 50\% \text{ of } 87 = 43.5 \text{ delegates} - \text{round up to } 44 \text{ delegates} + 1 = \text{Quorum} = 45$
 - 2/3 quorum is required for BOD Meetings (7 members)



Voting

- Matters submitted to a vote shall be determined by a majority of total votes cast by Affiliated Chapter Delegates, Student Delegates, Pharmacy Technician Delegates, the Board of Directors and past Council Presidents (if active members) in attendance.
- 87 BOD & Delegates and potential of 45 eligible past presidents = possible 132 voting
 - i.e. if 87 delegates & 14 past presidents are present = 101 eligible for vote
- Majority – $50\% + 1 = 55.5$ voting members – rounded to $56 + 1 = 57$
- $2/3 = 67\% = 67.67$ voting members – rounded to 68
- $2/3$ vote is required for approval of all proposed revisions to the NYSCHP Constitution & Bylaws per NYSCHP Constitution Article X. Amendments & NYSCHP Bylaws Chapter XVI. Amendments
- $2/3$ vote is required for the following motions:
 - Previous Question (call the question)
 - Objection
 - Suspend the rules

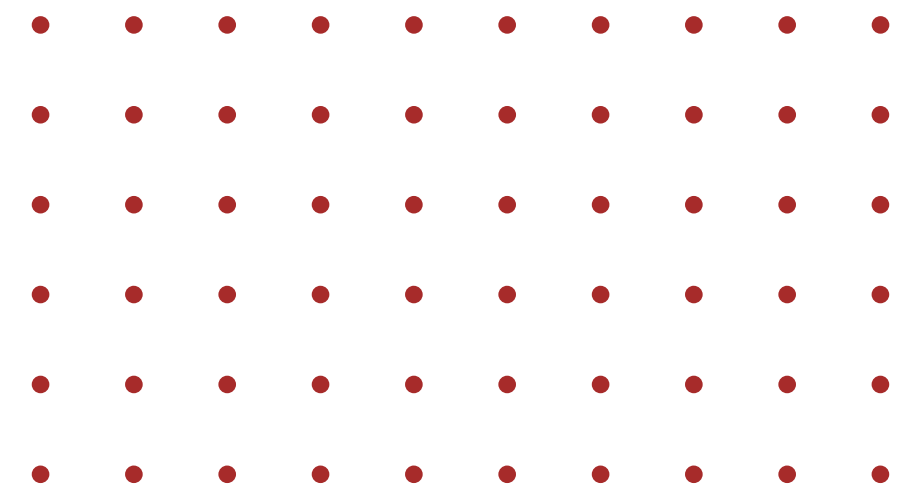


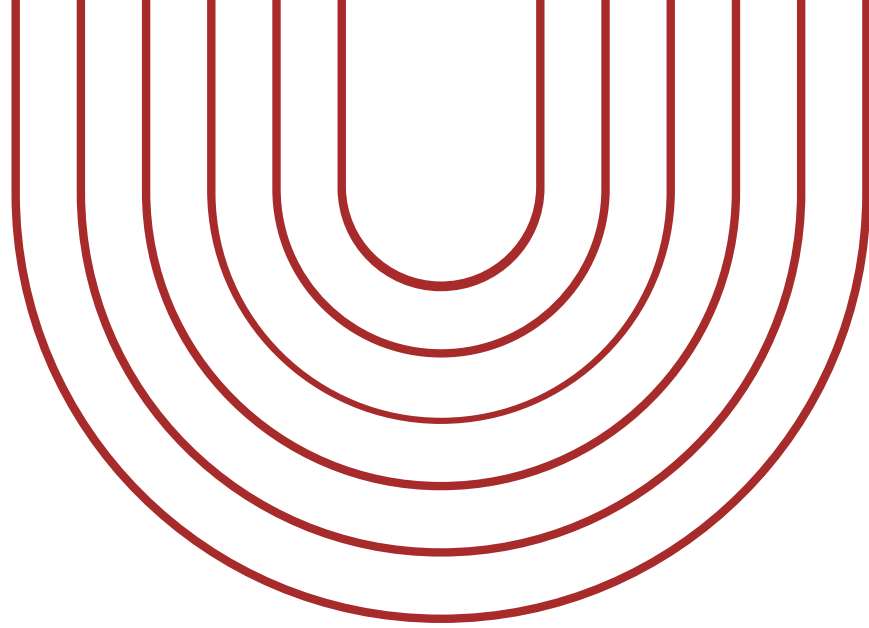
Voting

- Unanimous Consent

- Often used to save time

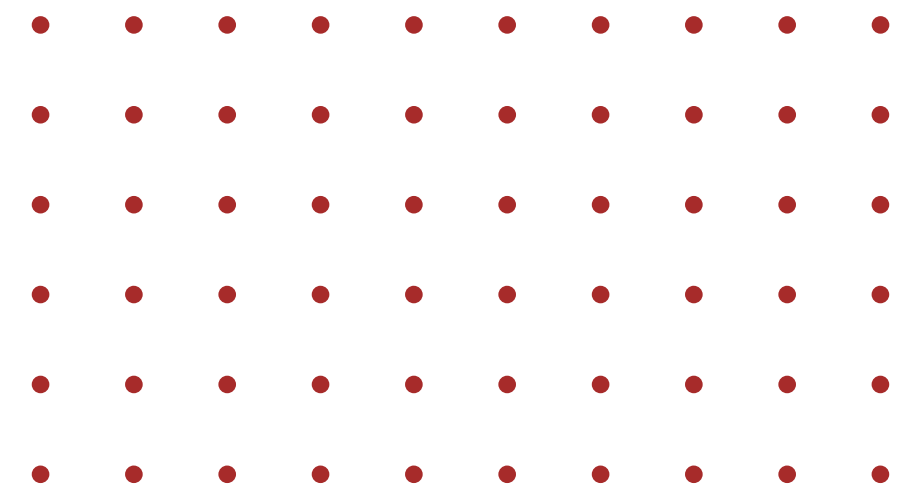
- Chair – “If there is no objection, then the motion is approved”
 - If there is no objection, then the motion is approved
 - If there is objection, then the motion moves through the formal process
 - The member has the right to object
 - The member does not need to be recognized or provide reason for the objection. The objection is simply objection to skipping the formal process.



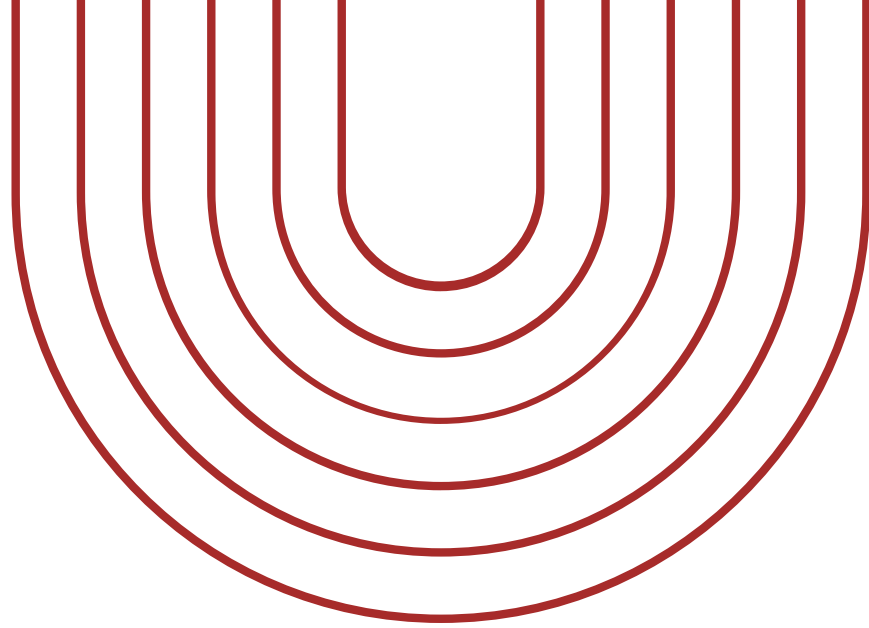


Rules of Debate

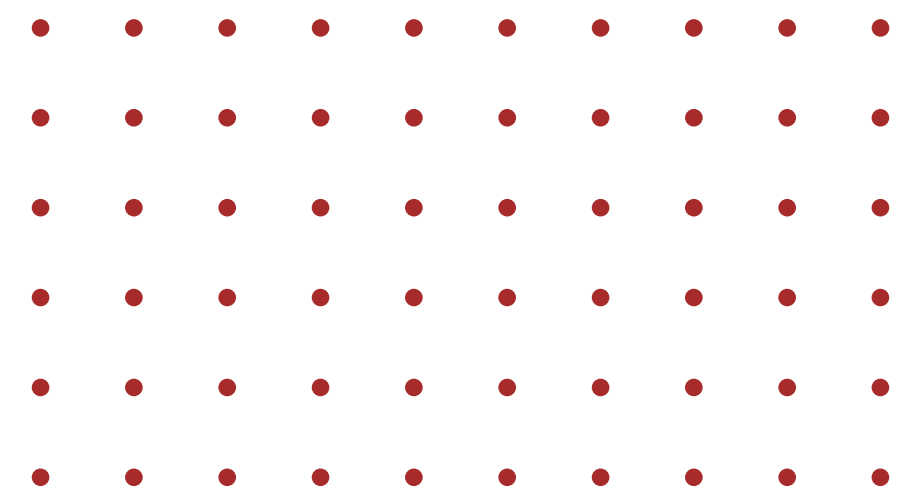
- Only ONE member speaks at a time
- Seeking to be recognized
 - You MUST be recognized by the chair to speak
 - Process
 1. Rise and go to the microphone
 2. Say Mr. Chair
 3. The Chair will recognize the member
 4. State your name and delegation

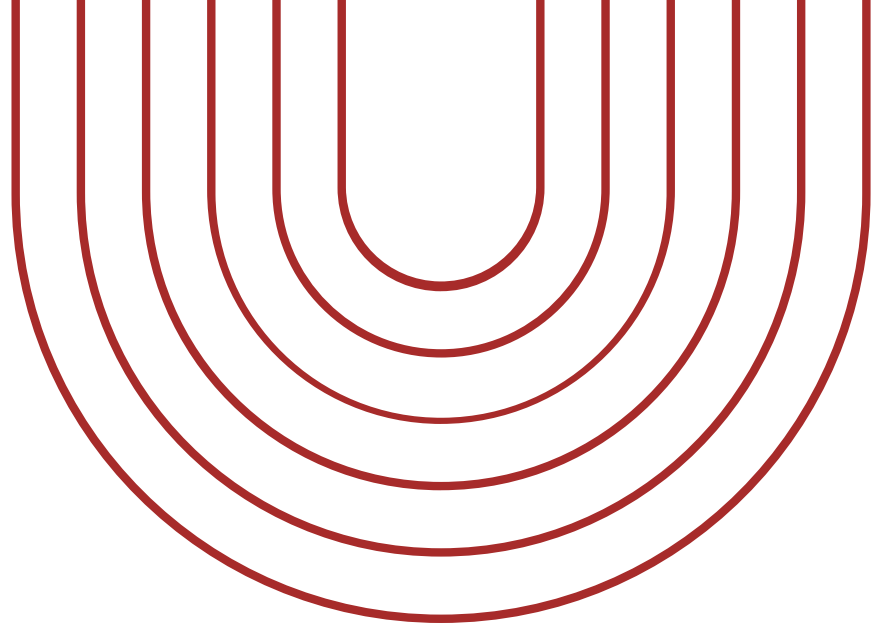


Rules of Debate



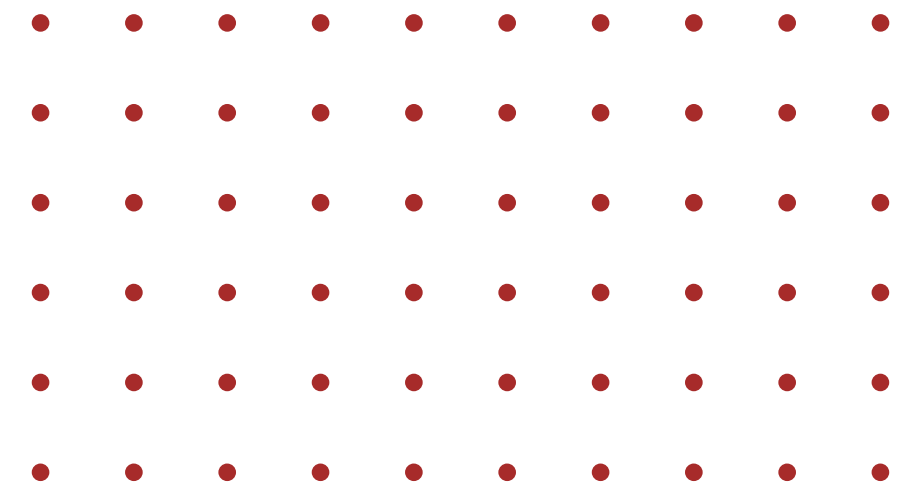
- Once recognized by the Chair,
 1. Please state whether you are speaking in favor or opposed to the motion
 2. the delegate will have the exclusive right to be heard until they have relinquished the floor by saying “Thank you Mr. Chair”
- Noone can interrupt to add comment or rebut except in certain circumstances
 - Point of Privilege
 - Point of Order
 - Point of Information
 - Objection
- If a delegate wishes a non-delegate be recognized, the delegate must be recognized by the chair, then must ask for suspension of the rules to allow someone (the non-delegate) to be recognized

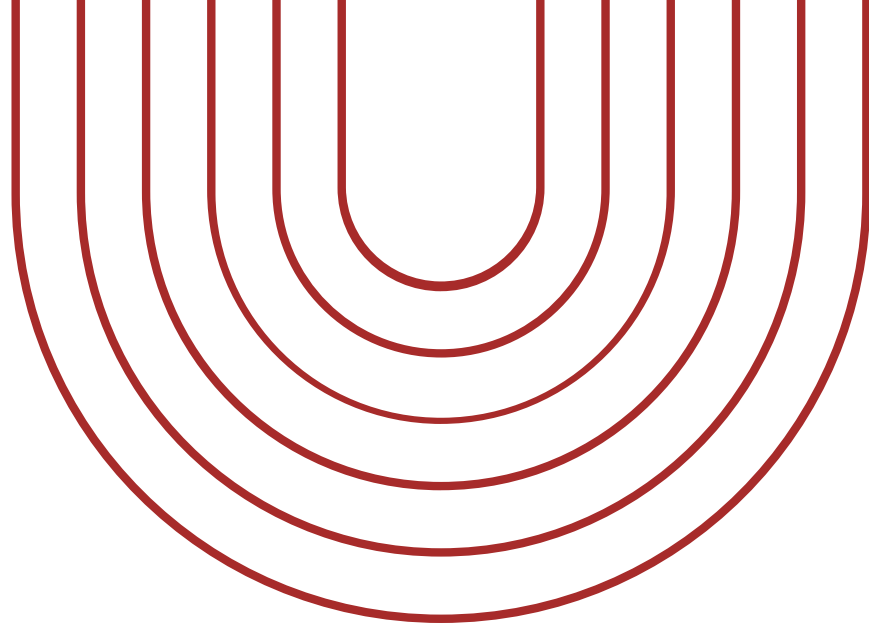




Rules of Debate: Germane Debate

- Debate through the Chair
 - All debate is through the Chair. No conversations between members.
 - What is said in debate is for the benefit of all members of the assembly.
- Speaking against another member in Debate
 - The motion is being debated, not the maker of the motion.
 - If the Chair hears any derogatory comments made about any member, the chair will immediately stop discussion



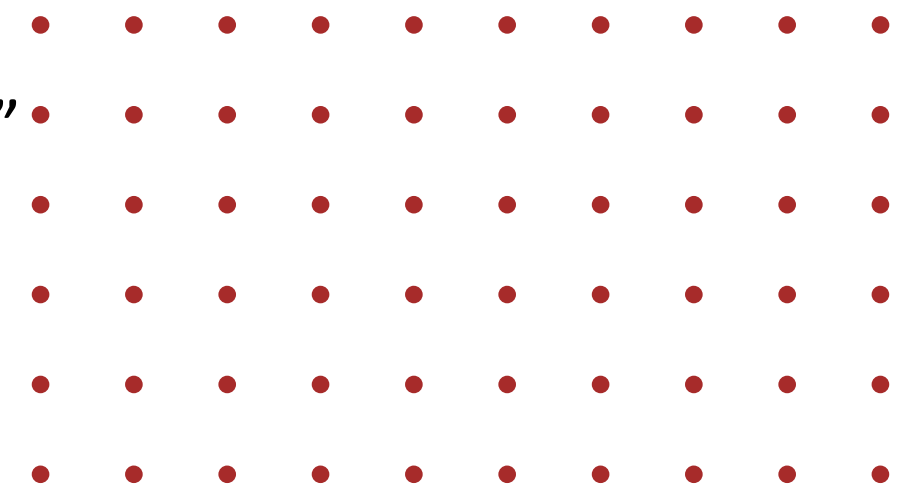


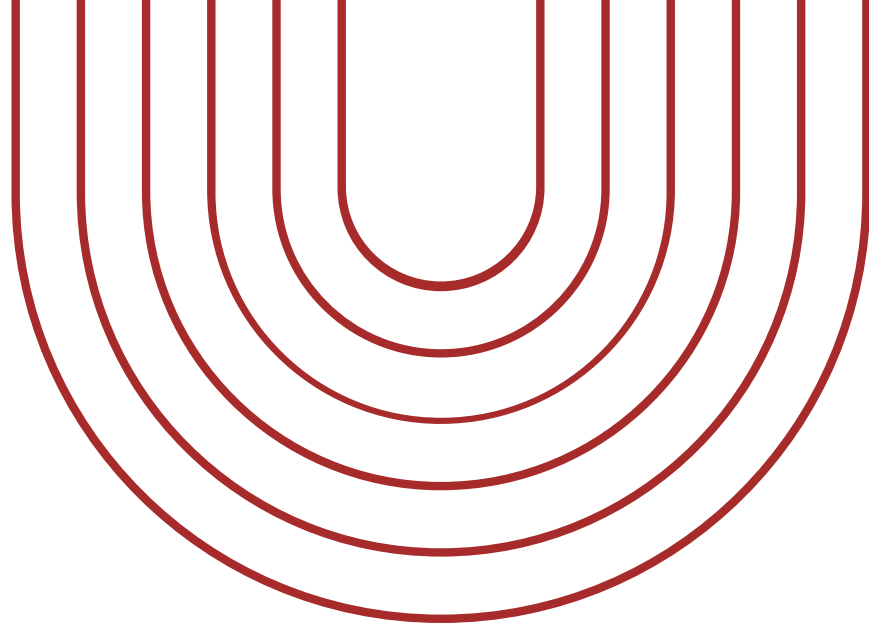
Rules of Debate: Germane Debate

- Debate alternates between those in favor and those opposed to allow both sides of the discussion be allowed to be heard.
- Process
 - The Chair will state the last member spoke in favor of the motion, is there any member that would like to speak in opposition.
 - The Chair will alternate between those speaking in favor and opposition.
 - When all those have been heard on both sides, then other members may speak.
 - Members who have already spoken in favor or opposition may not speak until all members have had the opportunity to speak.

“...a member cannot make a second speech on the same question the same day until every member who desires to speak has the opportunity to do so once.”

RONR 43:13



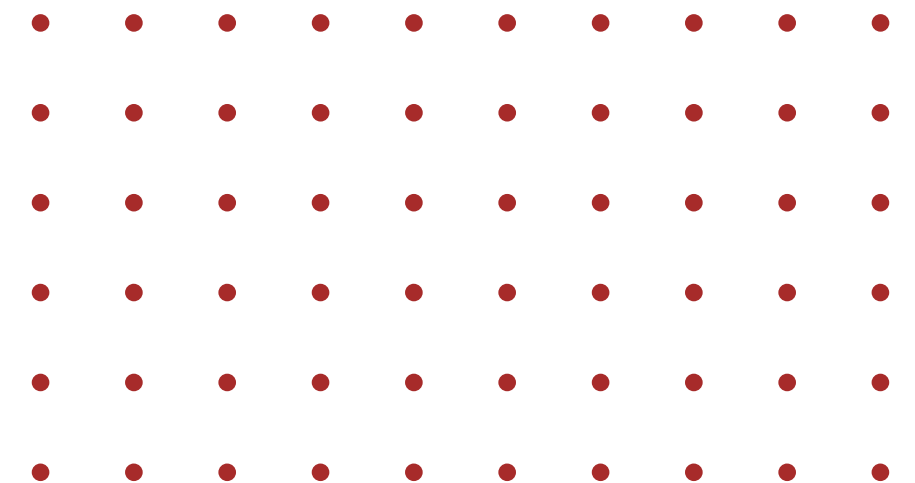


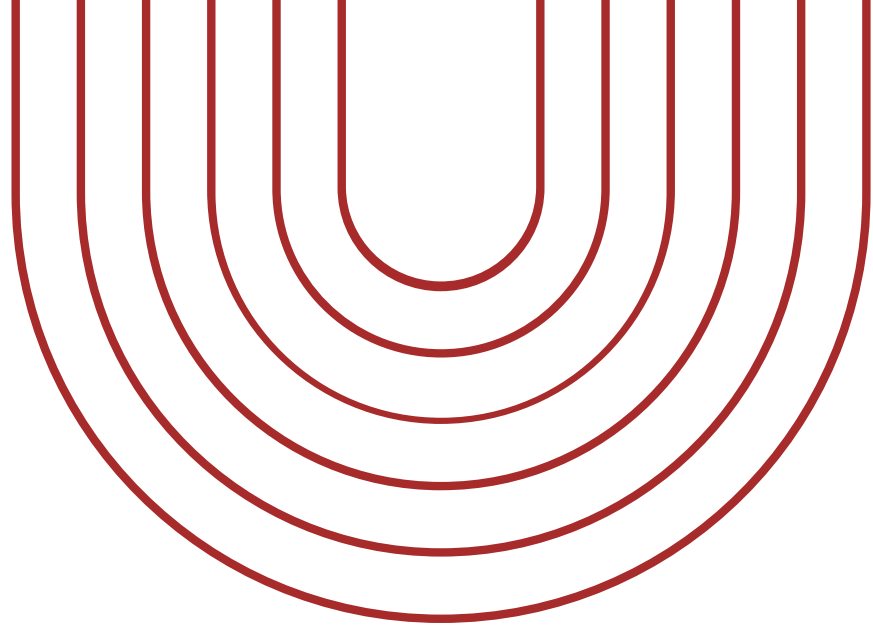
Rules of Debate: Germane Debate

- Immediately Pending Motion

- Process

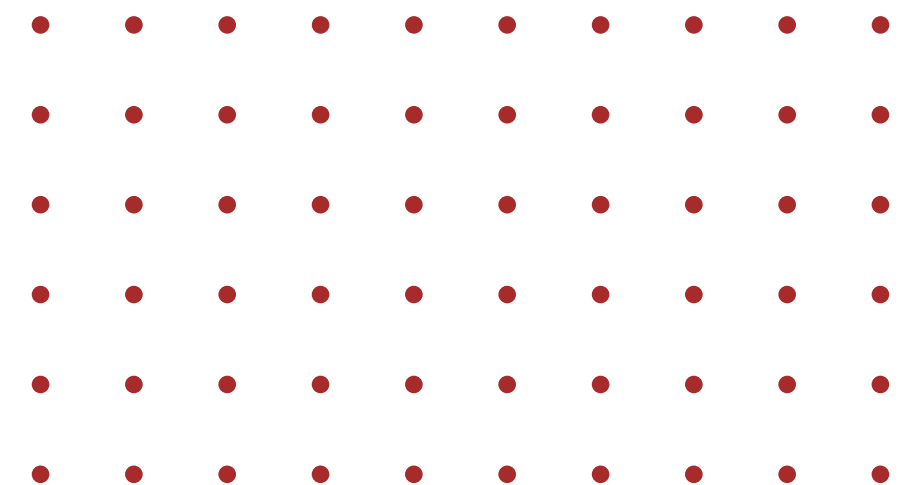
- A Motion is stated and seconded
 - This is the immediately pending motion.
 - Debate is confined to the motion on the floor
 - Other debate is out of order. The chair will state that discussion is out of order
 - The motion must be put to a vote
 - If the motion is approved, the motion carries
 - If the motion is defeated, the motion is killed and debate ends

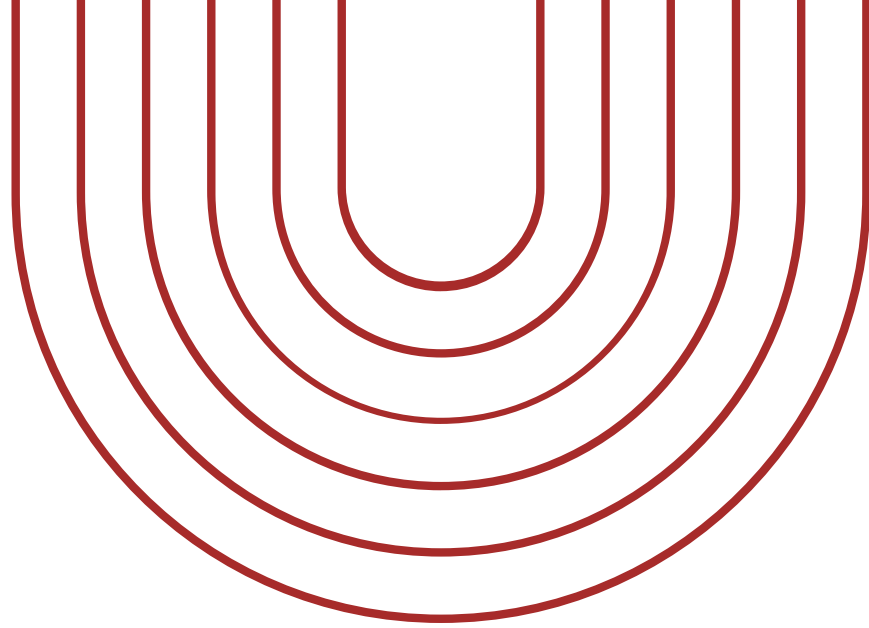




Rules of Debate: Germane Debate

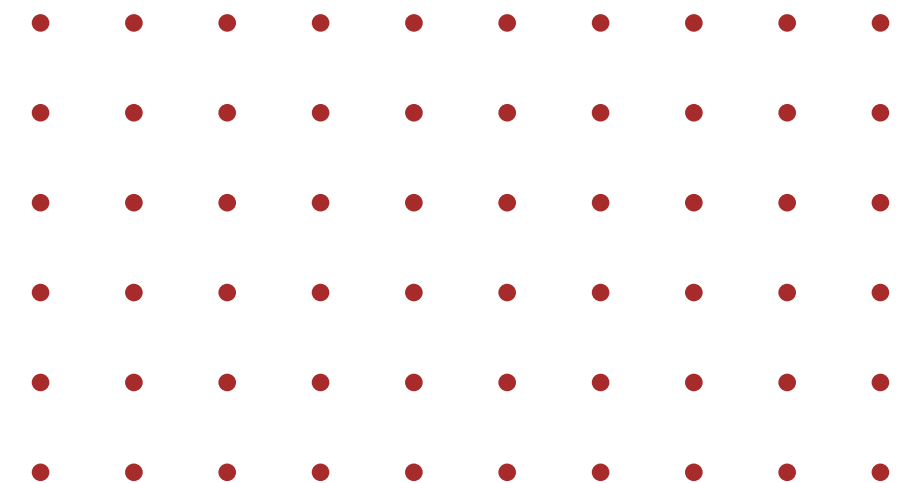
- Amendment to the motion:
 - If an amendment is being offered
 - Process:
 - Rise and go to the microphone
 - Say “Mr. Chair, I would like to make an amendment” and states the amendment with NO debate
 - The amendment MUST be seconded.
 - If it is seconded, then the amendment (and only the amendment) becomes the immediately pending motion and can be debated.
 - Other debate is not in order.
 - The amendment must be put to a vote
 - If the amendment is approved, then it becomes the immediately pending motion (as amended)
 - If the amendment is defeated, the amendment is killed and original main motion becomes the immediately pending motion.

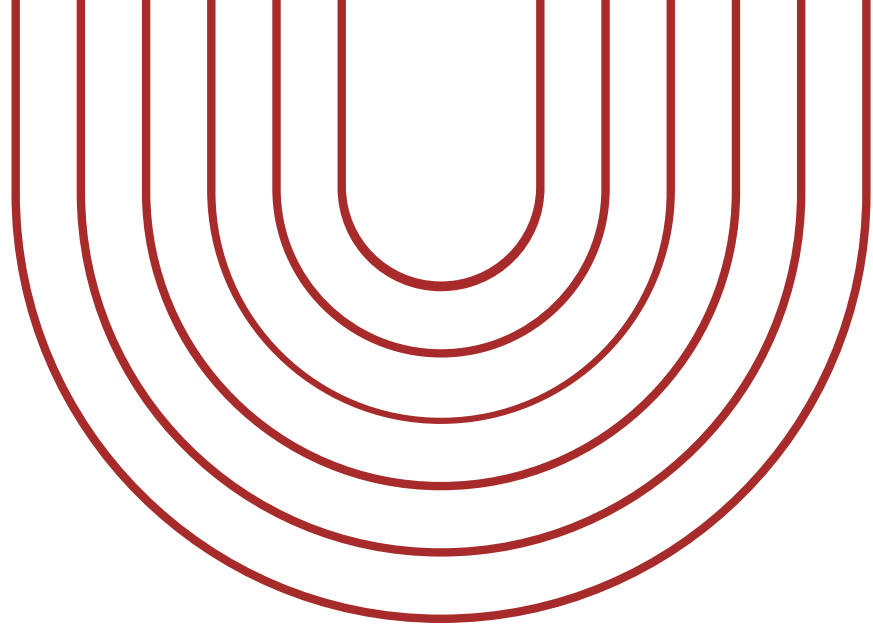




Rules of Debate: Germane Debate

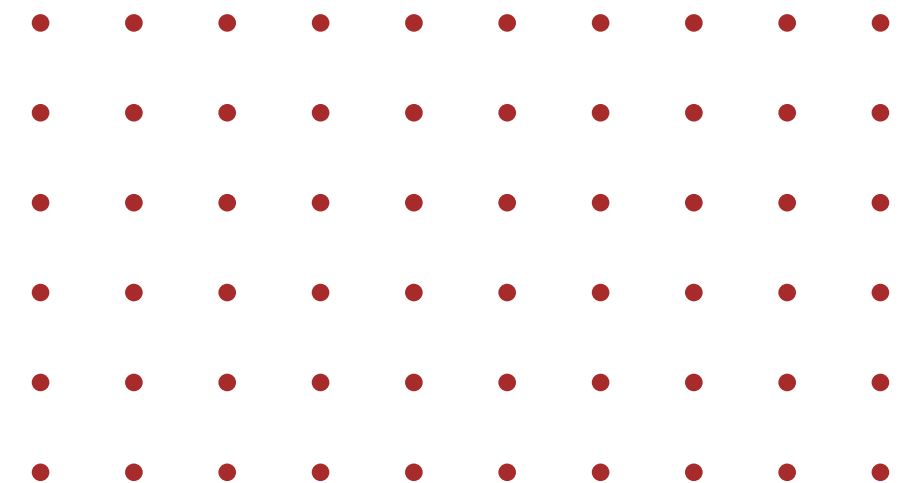
- Friendly Amendment:
 - There is NO Friendly Amendment
 - All amendments MUST go through the formal process

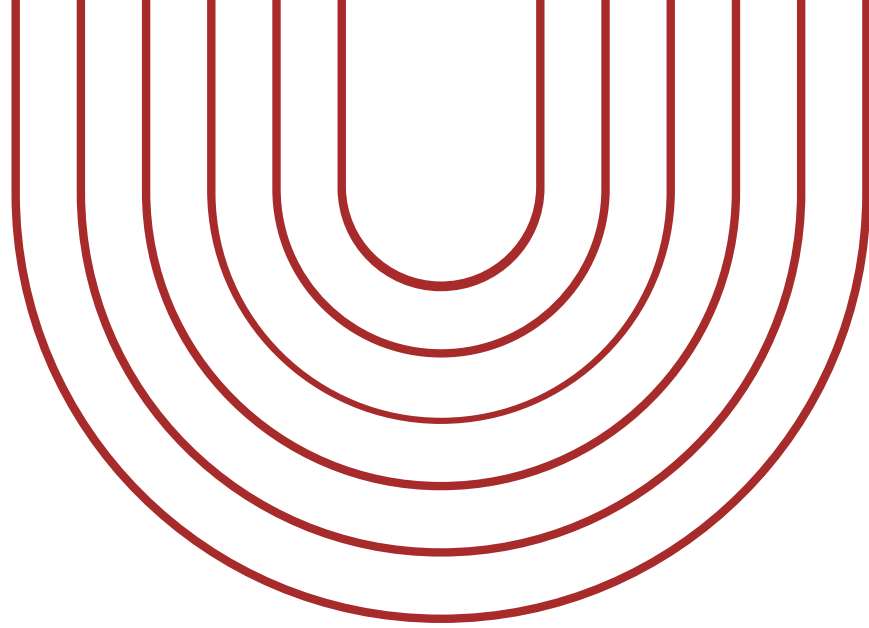




Rules of Debate: Germane Debate

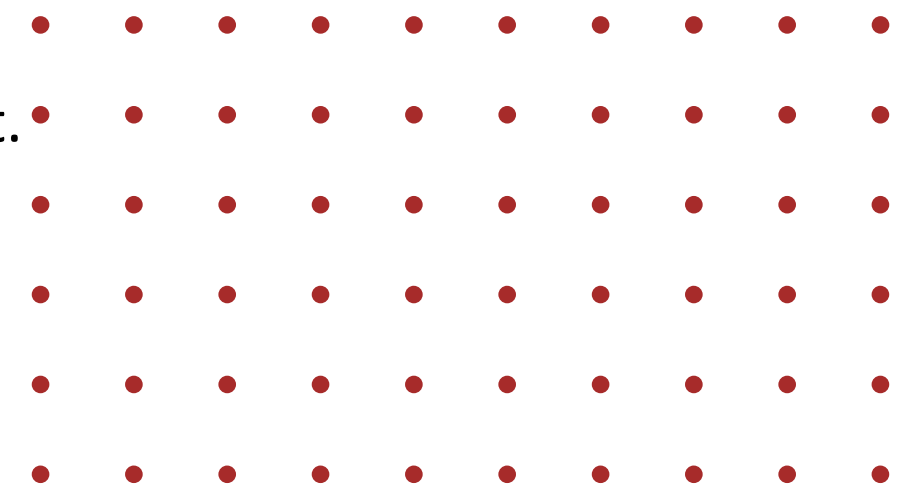
- Previous Question – Call the Question
 - Designed to end debate and bring the immediately pending motion to an immediate vote
 - The Current member speaking CANNOT be interrupted
 - The motion to previous question can be made by any member who has the floor
 - The member MUST be recognized by the Chair prior to making the motion of previous question
 - The motion requires a second
 - Not debatable
 - Requires 2/3 vote

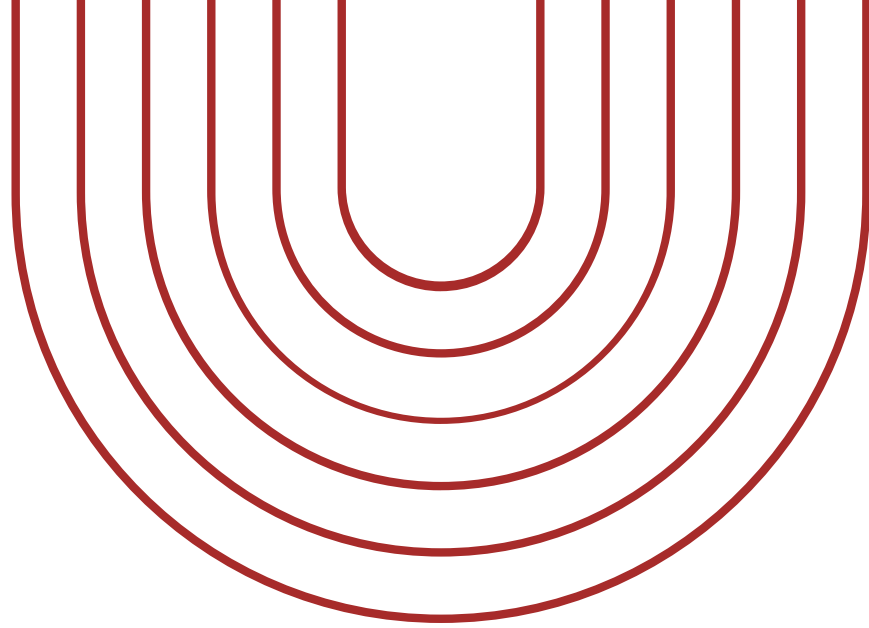




Rules of Debate: Germane Debate

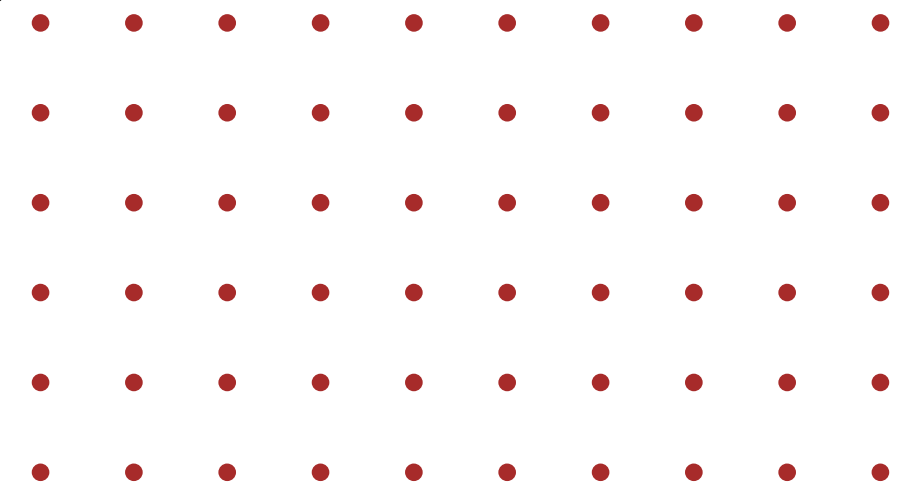
- Introducing New Business
 - The Chair will announce at the start of the session that all items of new business should be sent to the chair using the “New Business” form
 - When the agenda item of new business occurs, items of new business may be introduced.
 - Process:
 - Go to the microphone and be recognized by the Chair
 - Say “Mr. Chair, I would like to introduce the following item of new business (state item, no discussion)
 - Chair asks for a second.
 - If seconded, Chair asks for discussion of the value of introducing the item of new business.
 - A majority vote is required to discuss.
 - If the vote is affirmative, then the chair will ask the member to make a motion
 - The motion will require a second, then it will be open to discussion, debate & amendment.
 - A majority vote is required to carry the motion.

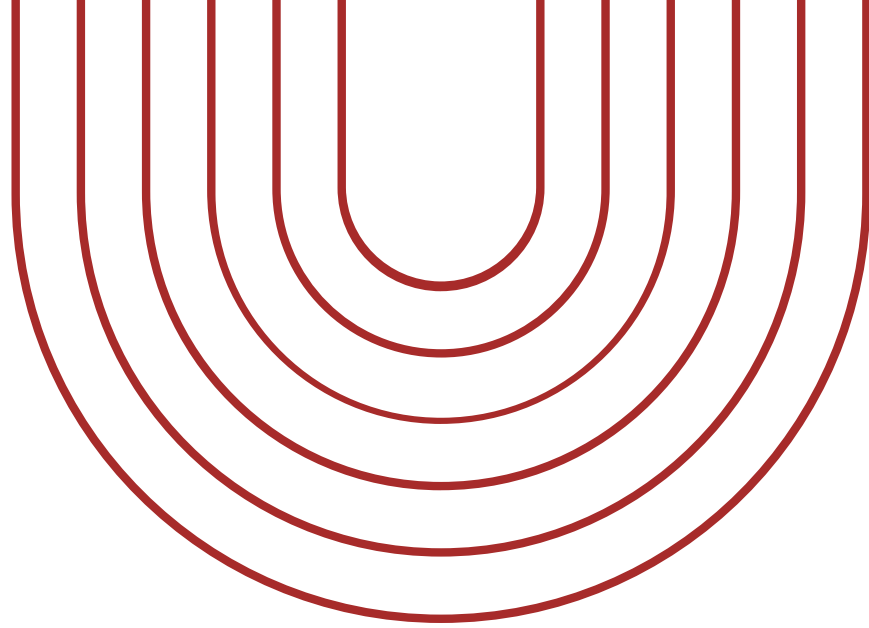




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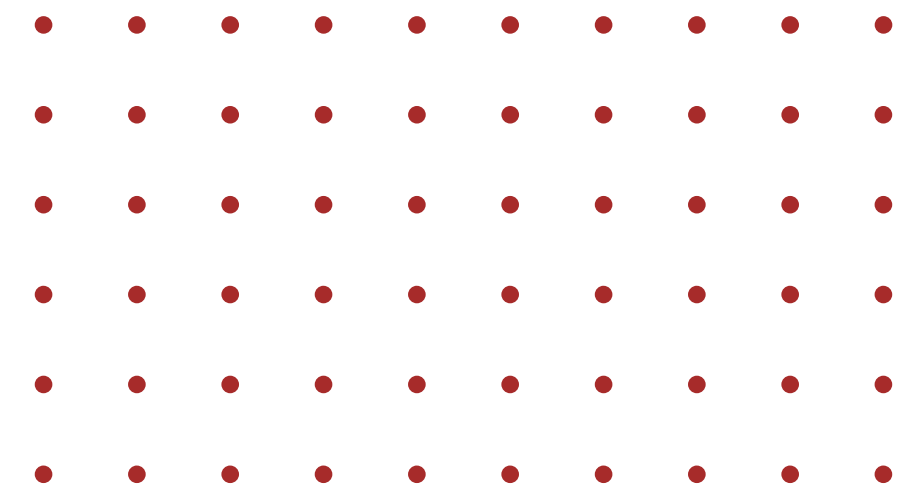
- Undesirable Motions
 1. An amendment that is not germane to the pending question
 2. An amendment that merely makes the adoption of the amended question equivalent to rejection of the original motion
 3. An amendment that would cause the question as amended to not be order
 4. An amendment that would have the effect of converting on parliamentary motion to another
i.e. – Postpone the question until 2pm cannot be amended by striking out ‘until 2pm’ and inserting ‘indefinitely’
 5. An amendment that strikes out the word “Resolved” or other enacting words.

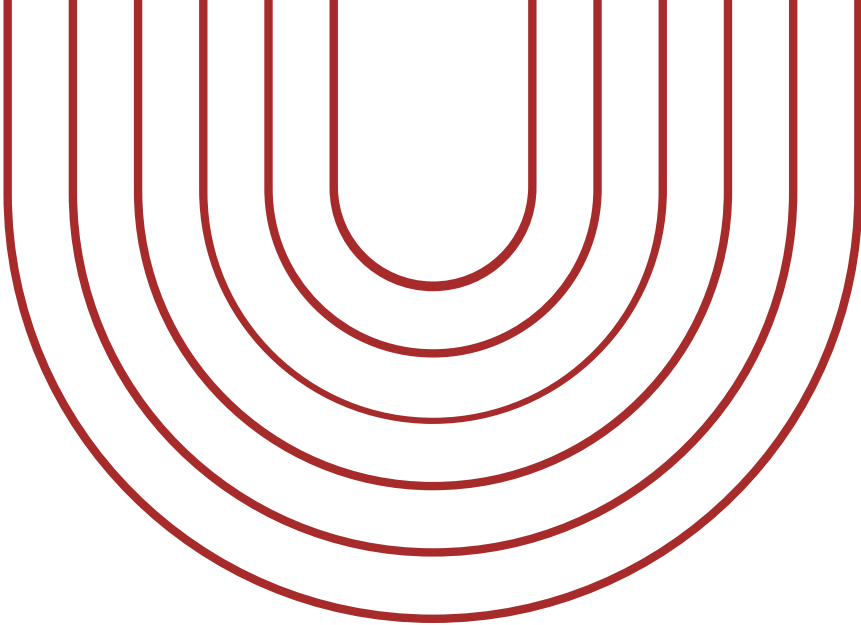




Tabling vs. Postponing Discussion

- Tabling a Motion –
 - Enables the assembly to lay the immediately pending motion aside temporarily when something else of immediate urgency has arisen or when something else needs to be addressed before consideration of the pending motion is to resume.
 - There is no set time for taking the matter up again
 - But (unless an expiration has been stated), the consideration of the tabled motion can be resumed at the will of a majority and in preference to any new motions that may be competing with it for consideration
- Postponing a Motion –
 - Allows the assembly to postpone discussion to a certain time

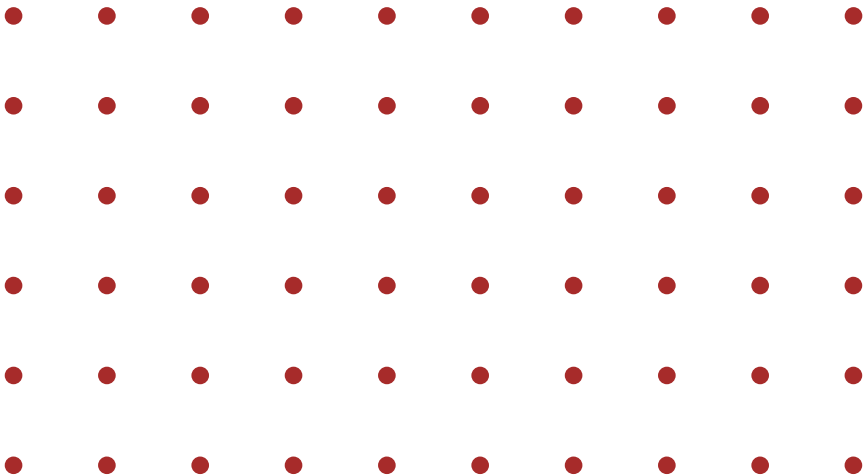


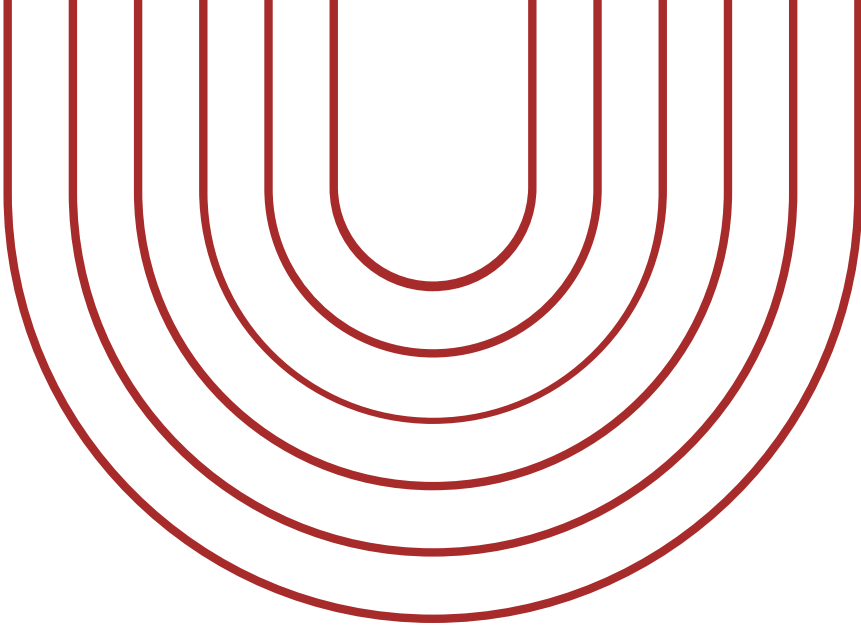


Common Motions

| To: | You Say: | Interrupt Speaker | Second Needed | Debatable | Amendable | Vote Needed |
|--|--|-------------------|---------------|-----------|-----------|---------------|
| Adjourn | "I move that we adjourn" | No | Yes | No | No | Majority |
| Recess | "I move the we recess until..." | No | Yes | No | Yes | Majority |
| Complain about noise, room temp. etc. | "Point of privilege" | Yes | No | No | No | Chair Decides |
| Suspend further consideration of something | "I move that we table..." | No | Yes | No | No | Majority |
| End debate | "I move the previous question" | No | Yes | No | No | 2/3 |
| Postpone consideration of something | "I move we postpone this matter until..." | No | Yes | Yes | Yes | Majority |
| Amend a motion | "I move that this motion be amended by..." | No | Yes | Yes | Yes | Majority |
| Introduce new business (a primary motion) | "I move that..." | No | Yes | Yes | Yes | Majority |

The above listed motions and points are listed in established order of precedence. When any one is pending, you may not introduce another that is listed below, but you may introduce another that is listed above.

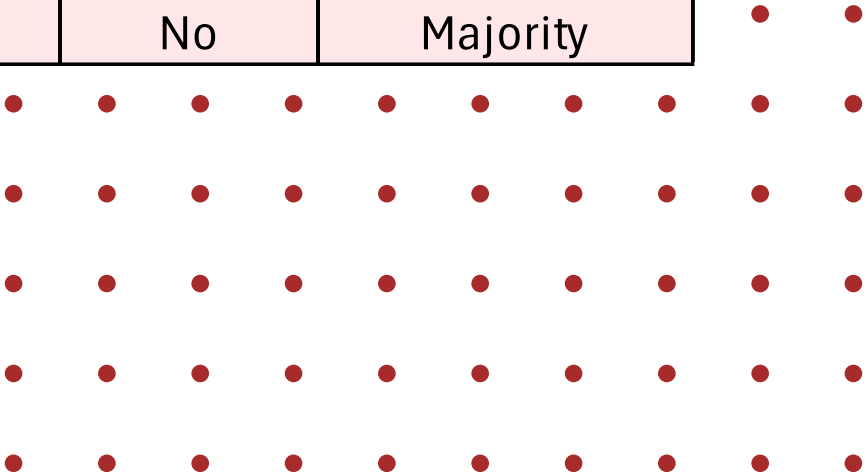




Common Motions

| To: | You Say: | Interrupt Speaker | Second Needed | Debatable | Amendable | Vote Needed |
|--|---|--------------------------------|---------------|---------------------------------------|-----------|------------------------------|
| Object to procedure or personal affront | "Point of Order" | Yes | No | No | No | Chair Decides |
| Request information | "Point of information" | Yes | No | No | No | None |
| Ask for vote by actual count to verify a voice vote | "I call for a division of the house" | Must be done before new motion | No | No | No | None, unless someone objects |
| Object to considering some undiplomatic or improper matter | "I object to conderation of this question" | Yes | No | No | No | 2/3 |
| Take up matter previously tabled | "I move we take from the table..." | Yes | Yes | No | No | Majority |
| Reconsider something already disposed of | "I move we now (or later) reconsider our action relative to..." | Yes | Yes | Only if original motion was debatable | No | Majority |
| Consider something out of its scheduled order | "I move we suspend the rules and consider..." | No | Yes | No | No | 2/3 |
| Vote on a ruling by the Chair | "I appeal the Chair's decision" | Yes | Yes | Yes | No | Majority |

The motions, points and proposals listed above have no established preference, any of them may be introduced at any time except when the meeting is considering of the top three matters list from the previous chart. (motion to Adjourn, Recess or Privilege)





Questions

*Thomas P Lombardi, PharmD, FASHP
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